

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

17 January 2007

REPORT OF THE CLERK

1. Proposed Woodland Burial Site – South Road Cemetery, Durham

On 1st November 2006 the City Council's Cabinet approved a proposal for Durham City Council, the Arbory Trust and Durham Woodland Burial Group to work together to establish and operate a woodland burial site on land owned by the Council within the existing South Road Cemetery and Crematorium site.

The woodland burial site will be developed on an unkempt and unused former tree nursery at the bottom of the existing cemetery. This will offer the opportunity for burials in more naturalistic surroundings, expand on the current range of burial and cremation options available at South Road, will provide a first class facility for the local community, and contribute to the City Council's objectives in relation to biodiversity and Local Agenda 21.

Approval is sought from the Central Durham Crematorium Joint Committee to permit visitors to the woodland burial site to make use of the Crematorium building for shelter, the waiting room as a meeting point and the toilet facilities if required. This would be on an occasional adhoc basis. In the longer term it is hoped that any surplus revenues generated from the operation of the woodland burial site would be invested to improve facilities on the site with the provision of a timber 'lodge' which would be used for shelter, as a meeting point and an information centre.

Approval is also sought to make use of the Crematorium Chapel for a service prior to Interment if required. For this service the normal fee (currently £100) would be charged.

Recommended:

- i) That Members note the intention of the City Council to develop a woodland burial site at South Road Cemetery to expand on the current range of burial and cremation options available.
- ii) That Members approve the use of the Crematorium building for shelter, the waiting room as a meeting point and the toilet facilities, on an occasional adhoc basis, by those making use of the woodland burial facility.
- iii) That Members approve the use of the Crematorium Chapel for a service prior to an interment in the woodland burial site if required, subject to the charge of the appropriate fee (currently £100).

2. **Cycle of Meetings**

(Minute No 2115, 25 October 2006, refers)

Would Members please note that, due to refurbishment works which are taking place in Durham Town Hall, the venue for the October 2007 meeting of the Central Durham Crematorium Joint Committee has been rearranged to take place at Spennymoor. In effect this will mean that the following three remaining meetings for 2007 will be held in the Council Chamber at Spennymoor Town Hall::

Wednesday 25 April 2007
Wednesday 25 July 2007 (AGM)
Wednesday 24 October 2007

Recommended: That Members note the change of venue for the
24 October 2007 meeting.

CENTRAL DURHAM CREMATORIUM JOINT COMMITTEE

17 January 2007

REPORT OF SUPERINTENDENT & REGISTRAR

1 CREMATIONS

I have to report, for you information, the following statistics relating to the Crematorium for the period 1 October 2006 to 31 December 2006 inclusive.

	2001/2002	2002/2003	2003/2004	2004/2005	2005/2006	2006/2007
OCTOBER	187 + 2*	181 + 2*	227 + 4*	199 + 5*	195 + 10*	177 + 3+
			+ 11**			
NOVEMBER	190 + 3*	214	194 + 7*	194 + 6*	193 + 4*	193 + 5*
				+ 10**		
DECEMBER	170 + 4*	206 + 4*	219 + 2*	194 + 5*	216 + 4*	183 + 1*
				+ 1***		
TOTAL	547 + 9*	601 + 6*	640 + 13*	587 + 16*	604 + 18*	553 + 9*
			+ 11**	+10**+1***		

* = NVF

** = STs

*** = BODY PARTS

Durham 183
Outside Area 370 (Listed at Appendix A)

Total 553

Recommended: Members are asked to note the report.

2 FEASIBILITY STUDY

(Minute Nos. 1856 (3rd October 2001), 1991 (28th April 2004), 2016 (14th July 2004), 2024 (27th October 2004), 2036 (19th January 2005), 2042 (27th April 2005), 2058 (13th July 2005), 2065 (26th October 2005) 2102 (19th July 2006) and 2117 (25th October 2006) refer)

Further to Minute No 2117 (25 October 2006) a group of Members and Officers visited the following four privately operated Crematoria on 13 and 14 November 2006.

- (i) Morecambe and Lancaster Crematorium, Lancaster - operated by Dignity Creamtoria PLC.
- (ii) Howe Bridge Crematorium, Manchester - owned and operated by Westerleigh Group.
- (iii) Stockport Crematorium, Stockport - operated by United Cooperative Group
- (iv) Sherwood Forest Crematorium, Ollerton - owned and operated by Memoria Ltd.

The trip was interesting and informative and a more detailed report will be presented in due course.

Recommended: Members are asked to note the report.

Background paper: Letter from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 6th December 2004. Email from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 30th December 2004. Letter from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 5th January 2005. Fax from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 10th January 2005. Letter from Jane Darbyshire & David Kendall Ltd. to Superintendent & Registrar 11th January 2005. Letter to Jane Darbyshire & David Kendall Ltd from Superintendent & Registrar 17th January 2005. Letter to D.T.A. Consulting Engineers from Superintendent & Registrar 23rd February.

Letter to Durham City Council Design & Conservation Department from Jane Darbyshire & David Kendall Ltd. 1st April 2005. Memo from Superintendent & Registrar to Director of Legal Services 3rd August 2005. Letter to D.T.A. Consulting Engineers from Superintendent & Registrar 4th August 2005. Memo to Treasurer Central Durham Crematorium Joint Committee from Superintendent & Registrar 18th August 2005. Letter from D.T.A. to Superintendent and Registrar 18th August 2005. Letter from Southern Green Landscape Architects to Jane Darbyshire & David Kendall Ltd. 25th August 2005. Letter to D.T.A. from Superintendent & Registrar 2nd & 8th September 2005. Note from D.E.F.R.A. 15th September 2005. Letter to D.T.A. from Superintendent & Registrar 26th September 2005. Memo from Superintendent & Registrar to Clerk to Central Durham Crematorium Joint Committee 8th December 2005. Letter to Superintendent & Registrar from D.T.A. Consulting Engineers to Superintendent & Registrar 9th December 2005. Letter to Superintendent & Registrar from Jane Darbyshire and David Kendall Ltd. 13th December 2005. Letter from Southern Green Landscape Architects to Superintendent & Registrar 14th December 2005. Letter from Superintendent & Registrar to J.W. Wood 14th July 2006. Letter to Superintendent & Registrar from Promessa A.G. 16th July 2006. Letter to Promessa A.G. from Superintendent & Registrar 20th July 2006. Email to Superintendent & Registrar from Cabinet P.A. 15.8.2006. Email to Clerk to Central Durham Crematorium Joint Committee from Superintendent & Registrar 01.09.2006. email to Belfry House Hotel from Superintendent & Registrar 01.09.2006. email to Durham City Coaches from Superintendent & Registrar 01.09.2006. Letter to Dignity PLC from Superintendent & Registrar 19.09.2006. letter to Westerleigh Group PLC from Superintendent & Registrar 19.09.2006. letter to United Cooperative Services from Superintendent & Registrar 19.09.2006. email from Clerk to Central Durham Crematorium Joint Committee to Superintendent & Registrar 25.09.2006. letter to Members and Officers to Central Durham Crematorium Joint Committee from Clerk to Central Durham Crematorium Joint Committee 11.09.2006. email to Clemantine Catering from Superintendent & Registrar 24.10.2006. Letter from Durham City Coaches to Superintendent & Registrar 11.10.2006. email to Belfry House Hotel from Superintendent & Registrar 7.11.2006. email from Clerk to Central Durham Crematorium Joint Committee to Members and Officers 7.11.2006. Memo to Members and Officers of Central Durham Crematorium Joint Committee from Superintendent & Registrar 10.11.2006

3 MEMBERS' VISIT TO THE CREMATORIUM

Further to Minute No. 2119 (25th October 2006), some 20 Members of Durham City Council and Spennymoor Town Council, together with a number of Officers, attended the visit arranged at the Crematorium on 29th November 2006.

An outline of the history of cremation in general, and of Durham Crematorium in particular, was given by the Superintendent & Registrar, after which a full explanation of the workings of the Cremator and ancillary equipment was given by Mr Stephen Tinkler and the Superintendent & Registrar.

All those present expressed the value of the visit.

Recommended: Members are asked to note the report.

Background papers: Letter to all members of Durham City Council and Spennymoor Town Council from Clerk to Central Durham Crematorium Joint Committee 21st September 2006.

4 MOVING MEMORIES

Further to Minute No. 2126 (25th October 2006) Moving Memories have now completed the installation of the Projector Equipment in the Crematorium Chapel. It is planned to hold a demonstration for local Funeral Directors, Clergy, Funeral Celebrants and other interested parties and a provisional date of 11th January 2007 has been arranged. This new service will be monitored and a regular report on progress will be given to the Committee.

Recommended: Members are asked to note the report.

Background papers: Email to Superintendent & Registrar from Moving Memories 14.11.2006. email to Superintendent & Registrar from Moving Memories 19.11.2006. email to Moving Memories from Superintendent & Registrar 20.11.2006. email to Superintendent & Registrar from Moving Memories 22.11.2006. email from Moving Memories to Superintendent & Registrar 28.11.2006. email to Superintendent & Registrar from Moving Memories 15.12.2006. email to Moving Memories from Superintendent & Registrar 15.12.2006. Memo to Clerk to Central Durham Crematorium Joint Committee from Superintendent & Registrar 27.12.2006. Letter to Chairman of Central Durham Crematorium Joint Committee from Superintendent & Registrar 27.12.2006.

5 MEMORIAL GARDEN - SALE OF VASE BLOCKS AND PLAQUES

I would wish to advise the Committee that during the period 1 October 2006 and 31 December 2006, the following Vase Blocks and Memorial Plaques have been sold:

Vase Blocks	10
Large Plaques	22
Small Plaques	<u>4</u>

Total **36**

Financial Information (Net of V.A.T.)

Vase Blocks	4,156.20
Large Plaques	5,905.21
Small Plaques	<u>699.92</u>

Total **10,761.33**

Recommended: Members are asked to note the report.

6 INFLUENZA PANDEMIC - PLANNING

(Minute Nos. 2083 (26th April 2006) 2104 (19th July 2006) and 2121 (25th October 2006) refer)

Three volunteers have put themselves forward for Cremator Operator Training, namely Mrs Karen Callaghan, Mr Colin Summers, Mr Ray Goodson, with one other to be confirmed. The Federation of British Cremation Authorities will provide a Training Manual for each candidate at a cost of £325.00 (+ vat) which includes the required examination after 50 Cremations have been carried out by each candidate.

The estimates for 2006/2007 included funds to enable the training to begin in the current financial year in respect of the hours spent training at the Crematorium for each candidate, allowing for a payment per hour on Scale 3.

The proposed training would include a one day assimilation course for all the candidates where the Superintendent & Registrar would outline the basic principles involved in the training and training packs would be given to each candidate

Thereafter, each candidate would spend one half day per week at the Crematorium until such time as, in the opinion of the Superintendent & Registrar, they were ready to take the examination and 50 Cremations had been undertaken.

If two Cremations per week were carried out by each candidate, allowing for holidays etc, it is envisaged that the Crematorium would have four standby Cremator Operators available by mid 2007.

Andrew Morkot from the Civil Contingencies Unit has expressed his appreciation of the progress made by the Crematorium in the field of Pandemic Planning.

Recommended: That the Superintendent & Registrar be authorised to make the necessary arrangements in liaison with Human Resources to begin the training of 4 standby Cremator Operators using the Federation of British Cremation Authorities' Cremator Technician Training Manual, and to arrange for each candidate to undertake the required examination at the appropriate time.

Background papers: email to Superintendent & Registrar from Regional Epidemiologist 11th January 2006, email to Superintendent & Registrar from Epidemiologist 10th March 2006. Letter to Superintendent & Registrar from Mrs K. Callaghan 16th May 2006. Letter from Superintendent & Registrar to Mrs K. Callaghan 19th May 2006 Briefing Note to Superintendent & Registrar from Andrew Morkot (Darlington & Durham C.C.U. email 7th June 2006 to Superintendent & Registrar and Treasurer to Central Durham Crematorium Joint Committee from Gaynor Young, Durham & Darlington C.C.U. 24th May 2006 & 1st June 2006 & 30th July 2006. email to Gaynor Young from Superintendent & Registrar 3rd July 2006 .email to Superintendent & Registrar from Hazel Jackson 13th September 2006. email to Andrew Morkot from Superintendent & Registrar 19th September 2006. email to Superintendent & Registrar from Andrew Morkot 19th September 2006.

7 MEMORIAL GARDEN - PHASE III

(Minute Nos. 1086 (26th April 2006), 2105 (19th July 2006) and 2122 (25th October 2006) refer)

Following the necessary planning consent being granted for the next phase of the Memorial Garden, The Southern Green Partnership have been in detailed discussions with the Legal Section of the City of Durham Council to draw up the Tender Documents.

The Form of the Tender was agreed in December 2006 and the Tender Documents were due to be sent out to the approved Contractors at the beginning of January 2007. The Tenders are due in on Friday 2nd February, 2007, and Southern Green will then forward a Tender Report to the Clerk to Central Durham Crematorium Joint Committee by 15th February 2007.

Recommended: Members are asked to note the report.

Background papers: Letter from Southern Green to Superintendent & Registrar 2.9.2006. Email from Southern Green 14.07.2006. Letter to Superintendent & Registrar from Southern Green 25.7.2006. Letter to Durham City Planning Control from Southern Green 01.08.2006, email to Superintendent & Registrar from Southern Green 17.09.2006. letter to Durham City Planning Development Control from Southern Green 26.09.2006. letter to Southern Green from Durham City Planning Development Control 28.09.2006. email to Superintendent & Registrar from Southern Green 06.10.2006. Memo to Legal & Democratic Services Manager from Superintendent & Registrar 22.11.2006. Memo to Legal & Democratic Services Manager from Southern Green 12.09.2006. Memo to Superintendent & Registrar from to Legal & Democratic Services Manager 15.12.2006. Memo to Superintendent & Registrar from Southern Green 15.12.2006.

8 NATIONAL CREMATION STATISTICS

I attach for information at Appendix B, a copy of the Annual Statistics form which has been submitted to the Federation of British Cremation Authorities.

Recommended: Members are asked to note the report.

2006

	OCTOBER	NOVEMBER	DECEMBER
AUSTRALIA			
BARNARD CASTLE			
BEAMISH			
BINCHESTER			
BIRTLEY		1	
BISHOP AUCKLAND	18	21	21
BISHOP MIDDLEHAM		2	
BLACKHALL	1	4	1
BERWICK			
BURNHOPE			
CHESTER			
CHESTER LE STREET	10	7	8
CHESTER MOOR			
CHILTON	1	3	1
CONSETT		1	
CORNSAY			1
BOUNDON	3	2	1
COWSHILL			
CROOK	5	4	6
DARLINGTON		2	1
EASINGTON	3	2	3
EAST RAINTON	1	1	
FAREHAM, Hants	1		
ESH			1
ESH WINNING	1		2
FENCEHOUSES		1	
FERRYHILL	8	11	12
FISHBURN	1	1	2
FROSTERLEY			1
GATESHEAD			
GREAT LUMLEY	2		1
HAMSTERLEY			
HARTLEPOOL			
HASWELL	2		
HETTON LE HOLE		1	6
HIGH ETHERLEY			
HIGH RICKLETON			
HORDEN	3	4	3
HOUGHTON		1	1
HOWDEN	3	1	1
HUNWICK	1		2
LANCHESTER	2		
LANGLEY PARK	1	7	3
LEEDS			
LEICESTER	1		
LONDON			
MIDDLETON/Teasdale	1	1	
MIDDLESBROUGH			
MORPETH			
MURTON	2	5	1
NETTLESWORTH			
NEWCASTLE			
NEWTON AYCLIFFE	5	8	3
NORTHALLERTON			
OUSTON			
PELAW			

PETERLEE	7	5	5
SACRISTON	3	2	1
SEAHAM	1	1	1
SEATON			
SEDFIELD	3	6	1
SHILDON	6	7	2
SHINEY ROW	1		
SHOTTON	6		1
SOMERSET			
SOUTH HETTON		2	
STAINDROP	1		
STANHOPE			1
STANLEY		2	
STATION TOWN		2	2
STOCKTON	1		
SUNDERLAND			
SUNNYBROW	1		
THIRSK			
THORNLEY	2	1	
TOFT HILL			
TOW LAW	2	1	1
TRIMDON	4	3	2
WARRINGTON		1	
WASHINGTON	2		
WEST AUCKLAND	2	1	2
WEST CORNFORTH		2	3
WHEATLEY HILL	2	2	
WILLINGTON	2	4	4
WINGATE	2	2	
WINLATON			
WOLSINGHAM		2	1
YORK			
DAILY TOTAL	124	137	109

Please complete and return this form as soon as possible to The Secretary,
 FBCA, 41 Salisbury Road, Carshalton, Surrey SM5 3HA.
 Telephone/Fax: 020 8669 4521

NATIONAL CREMATION STATISTICS FOR THE YEAR 2006

Name: Durham Crematorium S/060

NUMBER OF CREMATIONS

The LAST NUMBER in your Cremation Register at 31 December 2006 (a) 86229

(b) 83977

The LAST NUMBER in your Cremation Register at 31 December 2005

(c) 2252

TOTAL CREMATIONS for the year 2005 [(a) – (b)]

(d) 83977

Add: Total Cremations SINCE OPENING to 31 December 2005

86229

TOTAL CREMATIONS to 31 December 2006 [(c) + (d)]

DISPOSAL OF CREMATED REMAINS FOR THE YEAR 2005

Strew in grounds of this Crematorium	1199
Interred in grounds of this Crematorium	-
Placed in niches at this Crematorium	3
Removed from this Crematorium	1050
No collectible remains obtained	-
Awaiting instructions for disposal	-
	2252

Total [Should agree with (c) above]

OTHER CREMATIONS CARRIED OUT IN THE YEAR

(Not to be included in the above)

52

Number of CREMATIONS OF FOETAL REMAINS

Number of SOCIAL TERMINATIONS (identified by Hospital Number only)

Number of CREMATIONS OF BODY PARTS

under the Cremation (Amendment) Regulations 2000

CODE OF CREMATION PRACTICE

It is hereby certified that during the year 2005 the Code of Cremation Practice of the Federation of British Cremation Authorities has been observed at this Crematorium

Date Signature.....

Name of signatory (BLOCK CAPITALS)

MR A S JOSÉ

For (Name of Cremation Authority)

Central Durham Crematorium Joint Committee